MEETING MINUTES
Wednesday, October 11, 2017. 9:00 to 11:00 a.m.  Paul Joyce Faculty & Staff Lounge
Off-Site Connection: ZOOM

I. Call to Order..................................................................................................................Howard

II. Staff Member of the Month......Myung Chun.................................................................Butterfield

Myung is an expert on EPAFs. She is ALWAYS friendly and willing to help prepare EPAFs correctly. She answers her phone or returns phone calls promptly. Myung is generous, has a great sense of humor, and makes a positive contribution to the UI culture. Thank you, Myung!

III. Roll Call – Determination of Quorum........quorum established.................. ...McGarry

IV. Guest Presentations:
   a. Carry Salonen, Risk Management — Volunteer Waiver Form New forms – how to best facilitate volunteers. IPO and 4 H have different processes. Delete old forms. See Power Point attached – also all on Risk Management website. Does not include workstudy or intern. Complete form online, submit and the form will be included in an email to the person completing the form. Referrals need to be addressed. Print, then give to approving person. After approval, then begin the volunteering service. After all approvals, then keep document in office for 2 years. Call risk management with questions. A volunteer can be disqualified for several reasons, didn’t pass a background check, or can’t’ drive, etc. Other information on risk website is insurance, request cert. of insurance, waiver information, etc. How far in advance does this need to be done? If no referrals, and have signatures, then it is right away. Don’t wait until the event. Volunteer needs the information in advance. Usually 30-60 days to be sure. You can check in advance with HR to see if the position will work as a volunteer position. If someone has a volunteer that has not done the form, please notify them and tell them that it is policy and protects both you and the volunteer. What about participants that are human subjects? Probably get referred to OSP.
   b. Rance Larsen, Graduate Admissions. — Event on Oct. 19 encouraging staff members to seek higher degrees.
      3 audiences: UI Undergraduates, Staff, Local college undergraduates. Grad 101 week. See handout attachments. Off campus? Will record the program on Friday that they will be able to access it later.
      October 19 is full program. One-hour programs are the condensed version.

V. Executive Committee Reports
   a. Off-Campus....................................................none..............................Sowers- last report out
   b. Communications- New staff council newsletter format– online with email teasers-Hoffmann
   c. Treasurer.................................................................none..............................Freitag
   d. Secretary....................................................none........................................McGarry
   e. Technology........................................TPS model send feedback.......................Kearney
   f. Vice Chair....................................................none..............................Baker
   g. Chair........................................go to Heath and Rec fair................................. ... Howard

VI. Advisory/Other Reports
   a. Faculty Senators...Tibbals FSH code of conduct disciplinary changes..................Tibbals/Mahoney
b. Human Resources........................................................................................................ Matthews  
MBC presentation went well – feedback is good – email inundated – making sure the information is correct – feedback on Vandalweb page – His presentation was for staff – there is a separate amount for faculty – degrees earned while in service will count and add to your compa- ratio. Still working on mechanism after you reach 100%. If you are a supervisor, there is a problem in the scrolling – they are working on that. If you at 100% then the screen looks different. Time in service and time in position are counted differently after 100%. For future versions – before and after 100%. What is the intent of mid-year increase? To move people toward target salary. What are the expectations? New positions are reliant on budget of department. Mid-year adjustment will be just like CEC with new contracts and notifications. Should be notified mid-December. Can the percentage be given? Maybe that is the wrong way to look at it. It is not merit pay, but equity pay. Merit pay? Past or just current level evaluation. Those conversations are in process. State of Idaho micromanages the salary increases. For the most part, it is current year. Current mid-year is also bucking the trend. Perhaps once, previous experience can be counted.

c. Finance & Administration................................................................................................ Foisy  
Market based compensation support: The administration is committed to providing. The easy way is through increased enrollment. The hard way is through program prioritization re-allocation of funds.

d. Professional Development & Learning...........absent......................................................Keim

VII. Subcommittee/UI Committee Reports

a. Staff Awards & Recognition...meeting on Tuesday. - support from Pres. Off....... Leibbrandt  
b. Elections.......5 new applications - can fill 3 due to categories......................... Crossland  
c. Policy........none.............................................................................................................. Baker  
Provost has new committee for Great College to work survey – Patricia is on this new committee
d. Communication...............none................................................................. Hoffmann  
e. Strategic Plan...............none ....... - planning meeting...........................................Soelberg

VIII. Old Business - none

IX. New Business

a. Does Staff Council want to support and ‘advertise’ to campus Active Shooter Training? Vote passes to pursue.

b. Holiday Planning committee volunteers for our December meeting – need a volunteer to plan

X. Good of the Order

a. If not attending, please notify Summer in advance. If you are a no show for 2 meetings, we will discuss the level of participation.

b. Charitable Giving Campaign – all month! Forms available – contact Summer for more info

c. Enrollment for Benefits is open October 16 through Nov 7.

d. State of the University address (October 24 @ 1:30 International Ballroom) is being revisited. Date may be moved.

e. Delivery parking permits available to print online.

XI. Adjournment – 10:42 a.m.
We’re Searching for Volunteers
Volunteer Opportunities

= Department Responsibilities

Guidelines for Departments Using Volunteer Services
Guidelines for Departments Using Volunteer Services

- Compliance assistance
- Examples of volunteer activities
- Supervisor responsibilities
- Approval process
- Step by step instruction to The Forms
- Records retention
Volunteer Qualification Checklist

Information for Volunteers Form
Volunteer Qualification Checklist

The Basics

• Unit
• Volunteer’s information (name, address)
• Name of volunteer’s supervisor and their job title
• Location and dates of volunteer’s service
• Specific tasks volunteer will be doing
Volunteer Qualification Checklist

The Referrals

• Is the volunteer a UI employee, will they receive compensation,
• Are they under 18 years of age,
• Will they be working with minors,
• Will their service take place outside of Idaho,
• Will the operate a vehicle,
• Will they be in a laboratory environment, or
• Will they have contact with animals or genetically modified materials?
Volunteer Qualification Checklist

The Facts

• Is another employer paying the volunteer during the dates and times of the volunteer service;

• Is the person authorizing the volunteer services and/or supervising the volunteer a family member or cohabitant of or otherwise presenting a potential conflict of interest with the volunteer;

• Is the person receiving course credit for their work;

• Will the volunteer work under the direct supervision of, or be given the means and direction for the performance of work, by a paid UI employee;

• Will the volunteer perform work where there is a legitimate need for services;

• Is the work related to the mission or goals of the UI;

• Does the volunteer appear to have the skills necessary to perform the work; and

• Is the volunteer performing a service that no one is paid to do?
Volunteer Qualification Checklist

If no REFERRALS to address, print the Volunteer Qualification Checklist certification for Dean or Director’s certificate as part of your record for this volunteer.

If there are REFERRALS, print the Volunteer Qualification Checklist and contact the unit(s) based on referral message.

If the referring unit(s) authorizes and approves the specifically referred item, print their approval and retain with Volunteer Qualification Checklist. Documentation is ready for Dean or Director’s certification on the Volunteer Qualification Checklist as part of your record for this volunteer.

Referral items that are not resolved with the referring unit will prohibit the use of the volunteer.

If requester received a notice, "Stop here. Volunteer does not qualify.", the service that the department would like the volunteer to participate in is not eligible for volunteer service.
The “information” form is designed to give volunteers important information about volunteering at UI.

After reading the sheet, the volunteer is asked to sign the form to indicate the volunteer has received the information and is an eligible volunteer.
Oh, man! Let’s Get Started

The guidelines and forms are found on the Risk Management and Insurance web page, under Volunteers or www.uidaho.edu/infrastructure/pss/risk-management/volunteers

Questions?
Visit Risk’s website
Email risk@uidaho.edu
Call 885-7177
THANKS FOR BEING A VOLUNTEER SUPERSTAR!
<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Room</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Grad School 101:</strong> Where do I even start?</td>
<td>1 - 2:30 p.m.</td>
<td>Whitewater/Clearwater</td>
<td>Get in the know before you apply</td>
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<td>Have your career goals in mind from day one!</td>
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<td>Know where you are applying before you submit your application</td>
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<td>Application Resumes: The good, the bad, and the ugly</td>
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<td>Application Writing Statements: How to write a good statement of career objectives</td>
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<td>Letters of Recommendation 101: Who to pick and how to ask</td>
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<td><strong>Intermission</strong></td>
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<td><strong>Planning Your Transition into Grad School</strong></td>
<td>2:40 - 4 p.m.</td>
<td>Whitewater Room</td>
<td>Practicalities: What program, degree, department, campus, major professor, and committee is best for you?</td>
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<td>Funding your graduate education</td>
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<td>Career center services</td>
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<td>Staff and grad school 101</td>
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<td>Military service and grad school 101</td>
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<td><strong>Laying the Foundation for Future Grad Funding</strong></td>
<td>2:40 - 4 p.m.</td>
<td>Clearwater Room</td>
<td>You can graduate with a graduate degree without spending a penny out of your own pocket, but you need more than a good GPA....</td>
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<td>Meet all the campus supporting offices that can help you be strategic during your undergrad years!</td>
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<td><strong>Intermission</strong></td>
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<td><strong>Get the Answers from Current Grad Students</strong></td>
<td>4 - 4:30 p.m.</td>
<td>Whitewater/Clearwater</td>
<td>Ask Current Grad Students Any Question That You May Have</td>
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<td><strong>Meet your University of Idaho Campus Wide Support Team</strong></td>
<td>4:30 - 5 p.m.</td>
<td>Whitewater/Clearwater</td>
<td>Talk one-on-one with campus program directors!</td>
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**University of Idaho**

**College of Graduate Studies**
Grad School 101: Get in the know before you apply

Four presentations are offered in the Idaho Commons. Join us when your schedule allows.

- October 16th 3pm-4pm Clearwater Room
- October 17th 3pm-4pm Aurora Room
- October 18th 2pm-3pm Clearwater Room
- October 19th 1pm-2pm Whitewater Room

Visit www.uidaho.edu/cogs for more information!

Brought to you by Graduate Admissions and the Graduate Student Fellowship Support Program in the College of Graduate Studies
Grad 101 Week

Everything you need to know before you apply to graduate school

Four presentations to help you make a great start.
Join us for the topics that are of interest to you!

Thursday, October 19, 2017
UI Commons Whitewater Room

Grad Admissions 101: 1:00-2:30pm

Grad Funding/Practicalities 101: 2:40-4:00pm

Grad Student Q and A: 4:00-4:30pm

Round Table Open House: 4:30-5:00pm

Visit www.uidaho.edu/cogs for more information!